



# Dispensing Tool for Vouchers

**Step 1:** Check Dispense Assist Vouchers, if there are any “X” vouchers have the person fill out a handwritten screening form for just the person named on the “X” voucher. Once complete, highlight the row on the form that contains their answers. Let them know that once you are done dispensing to the others in their family they will need to go on to Consultation.



**Step 2:** Dispense appropriate medication and provide all relevant information sheets for each person receiving medication.

A) Grab one medication information sheet for each type of medication being given to the household.

B) Have client sign and date each form.

C) Using a permanent marker, write the correct person’s name on the blank side of the bottle of medication they should take



D) Remove one pre-printed label\* from the medication bottle and affix it to the Dispense Assist voucher. Place the second pre-printed label on the appropriate medication information sheet (multiple labels can go on one sheet).

E) Sign in the Dispense Sign box.

F) Provide indicated fact sheets as well as additional medication information sheets if requested.

**NOTE:** If applicable, the final step is to scan the QR code using the instructions and database available on the Dispense Assist website. This task can also be done at a separate data collection table.

\*If medication does not have a pre-printed label, write the lot # in the “affix label” space.